

Comparisons of Job Characteristics

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Property, Real Estate, and Community Association Managers (11-9141)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 91

Focus Occupation: Administrative Services Managers (11-3011)

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Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Customer and Personal Service	11.3	17.4	17.5	0	Current knowledge level may be sufficient
Clerical	7.3	15.1	19.0	>>	Current knowledge level is likely more than sufficient
Administration and Management	8.4	14.9	13.5	<	Expanded education and/or training may be required
Sales and Marketing	5.2	14.8	8.8	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	11.0	12.3	>	Current knowledge level is likely sufficient
Personnel and Human Resources	5.6	9.3	12.7	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Administrative Services Managers (11-3011)

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Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Speaking	10.8	14.4	13.3	0	Current skill level may be sufficient
Negotiation	6.8	12.2	10.6	<	A higher skill level may be required
Coordination	9.1	11.2	12.2	0	Current skill level may be sufficient
Persuasion	7.4	10.1	8.8	<	A higher skill level may be required
Management of Financial Resources	3.3	6.1	6.9	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 96

Focus Occupation: Administrative Services Managers (11-3011)

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Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Expression	12.4	13.9	13.3	0	Current ability level may be sufficient
Oral Comprehension	12.5	13.7	13.6	0	Current ability level may be sufficient
Written Comprehension	11.0	13.5	13.3	0	Current ability level may be sufficient
Written Expression	9.8	12.3	13.3	0	Current ability level may be sufficient
Near Vision	11.1	11.5	10.8	0	Current ability level may be sufficient
Speech Clarity	10.2	11.1	10.8	0	Current ability level may be sufficient
Speech Recognition	9.9	11.0	10.8	0	Current ability level may be sufficient
Originality	7.6	8.2	7.9	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 88

Focus Occupation: Administrative Services Managers (11-3011)

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Work Activities	Exclusivity of Activity
Adhere to safety procedures	12
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Maintain records, reports, or files	5
Manage building maintenance projects	95
Manage contracts	73
Negotiate real estate sales or rental contracts	92
Order or purchase supplies, materials, or equipment	35
Prepare financial reports	67
Prepare rental or lease agreement	89
Prepare reports of property or facility status	95
Schedule facility or property maintenance	87
Use facility management techniques	84
Use negotiation techniques	67

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 84

Focus Occupation: Administrative Services Managers (11-3011)

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Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.